

U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT

(Announcement number: 16/009T)

The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of **Trainee Travel Assistant** in the General Services Office.

(After the successful completion of one (1) year training period, the job holder will be placed in to the full performance level of this position.)

OPEN TO: All Interested Candidates/All Sources

POSITION: Trainee Travel Assistant (male/female), FSN-7/FP-7

OPENING DATE: February 11, 2016

CLOSING DATE: February 17, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7: Rs. 964,462 p.a.
Not-Ordinarily Resident: FP-7: US\$ 40,665 p.a.
*Final grade/step for NORs will be determined by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Incumbent serves as the Trainee Travel Assistant for the Mission, reports to the A/GSO, and serves as Contracting Officer's Representative for the Travel Management Center (TMC) contract which oversees all USG official travel at Embassy Colombo. Position will receive and process all hotel requests for USG official travel in Sri Lanka and Maldives and is responsible for ensuring all travel complies with Department of State regulations and Embassy Colombo policies.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of two years of post G.C.E (A/L) university or college studies is required. **Candidate must attach relevant educational certificates.**
2. Must have a minimum of three years' experience in a travel related field of which two years is direct experience in the commercial airline industry. Minimum one year experience in a

position working directly with Amadeus or Galileo global airline ticket booking software.
Candidate must attach relevant service/work experience certificates.

3. Level IV English and Level III (good working knowledge) Sinhala and/or Tamil (speaking/reading/writing) is required (Applicants will be tested).
4. Must be proficient at office computer applications such as Microsoft Outlook, Word, Excel and PowerPoint. A comprehensive understanding of local laws, customs, and local and international travel documents is required.
5. Must possess good computer skills in Microsoft Office applications (Applicants will be tested).
6. Must be flexible and able to work in fast-paced environment with close attention to detail.

NB: A Conditional Offer is contingent upon successfully passing a security background check and medical evaluation for fitness for duty. The Medical exam will screen for contagious and chronic illnesses and will include bloodwork, urine analysis, and chest x-ray.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Colombo
210, Galle Road
Email: ColomboHR@state.gov

CLOSING DATE FOR THIS POSITION: February 17, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.